

# **TIMEKEEPER ENTRY**

# DCDS LOG ON



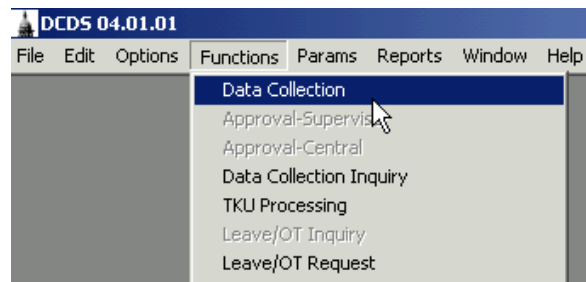
**User ID** --- is preset for you and is always your last name and first initial, unless there is more than one individual in State Government with your last name and first initial; then it would be your last name and first initial and a number.

Examples: DOEJ or DOEJ1

**Password** --- The first time you log on to DCDS your password will be MAINDCDS. This password will only allow you to log in to DCDS once, so the first thing you will do in DCDS is to change your password to one of your choice. The password must contain a least 6 but no more than 20 characters. It can be either alpha or numeric, but must start with an alpha character. Passwords expire every 45 days.

# TIMEKEEPER ENTRY OF EMPLOYEE'S TIMESHEETS

1. On main menu: Click on **Functions**, then click on **Data Collection**.



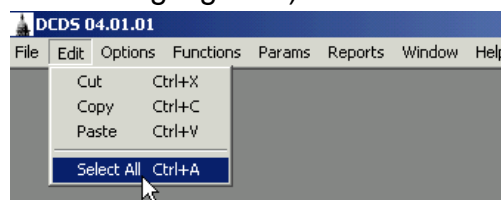
2. The Selection screen appears. Verify/Enter the selection criteria. The Dept., Agency and TKU will default for you. If you are authorized with access to multiple TKUs you may change the TKU by clicking the dropdown. Also verify that the correct pay period date is selected.

A screenshot of the 'Data Collection' Selection Criteria screen. The screen has tabs for Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The 'Selection' tab is active. Below the tabs, there are input fields for Selection Criteria: Dept (64), Agy (01), TKU (dropdown), PP End Date (04/14/2012), EID (text box), and Name (text box). A 'Select' button is on the right.

3. Click on the **Select** button. The Selection list will appear in the lower portion of the screen.

A screenshot of the 'Data Collection' Selection Criteria screen with the 'Selection List' displayed. The 'Select' button is highlighted with a mouse cursor. The 'Selection List' is a table with columns: Name, EID, Agy, TKU, Eff Dt, Exempt, TA, Act, Equip, and Inv. The first row shows 'Doe, John R' with EID 000000, Agy 01, TKU 070, Eff Dt 10/18/2010, and Exempt N. Below the table are buttons: '<=>', 'Copy From', 'Submit', 'Copy Time', 'Delete', 'Save', and 'Close'.

4. Click on the employee you wish to enter time for. (Note: If you want to enter time for all employees on the TKU, go to the main menu bar and click on Edit, then click on Select all on the drop down. All the employees on the selection list in the lower portion of the screen will be highlighted.)



5. Click on the **Time** tab to display the Hours entry window. The employee's default work schedule will automatically display. (Note: If there is no default work schedule please refer to the Default Work Schedule instruction sheet to enter one for the employee.)

6. If there are no changes to the employee's default work schedule (the employee did not use any leave hours), Click on **Save** and **Go to Step 8**. (Note: You may save timesheets as many times as you wish in a pay period, but you can only submit once.)
7. If changes need to be made to the employee's default work schedule (the employee used leave hours):
  - a. Change Regular hours worked for day leave was used – tab to day in question, delete existing hours, type in new hours amount and tab out of field.
  - b. To enter leave hours (i.e. annual, sick, school, etc.) tab to first blank line below default work schedule, Click on Hours type, select specific hours type from dropdown, tab to day in question, enter hours and tab out of field. Each hours type must be entered on a different line.
  - c. **COMMENTS ARE REQUIRED FOR ALL SICK LEAVE USE.** Place cursor on the sick leave used and then click on the **Comments** tab at bottom of the screen. Enter comments. Click on **Hours Entry** to return to timesheet.

- d. When all time and attendance is entered for pay period and is correct click on **Save**.

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File Edit Options Functions Params Reports Window Help

Data Collection

Selection Time Activity Equipment Inventory Emp Info History

Doe, John R 000000 Eff Dt: 10/18/2010 PP EndDt: 04/14/2012 Ver: 0 Adj Type:


Hours Entry

Month: April

Hours Type	Sum Total	01 S	02 M	03 T	04 W	05 Th	06 F	07 S	Wkly Total	08 S	09 M	10 T	11 W	12 Th	13 F	14 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0
Totals:		8.0	8.0	8.0	8.0	8.0			40.0	8.0	8.0	8.0	8.0	8.0			40.0	80.0

Hours Entry Coding Block Comments Pers Miles Errors Display

<=> Modify Submit Prev Used CB Copy Time Delete Save Close

8. If you chose to select all employees on step 4 you may click on the  button to go to the next employee's timesheet. If you did not select all, click on the **Selection** tab, find the next employee you wish to enter time for and click on that employee.
9. Repeat steps 5 thru 8 until you have entered all the employees' timesheets for the TKU.
10. When all timesheets for the TKU are entered and saved, you may click on the Selection tab, make sure that all employees are selected and click on the **Submit** button.

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File Edit Options Functions Params Reports Window Help

Data Collection

Selection Time Activity Equipment Inventory Emp Info History

Selection Criteria

Dept: 64 Agcy: 01 TKU: 070 PP End Date: 04/14/2012

EID: Name:

Select

Selection List

Name	EID	Agcy	TKU	Eff Dt	Exempt	TA	Act	Equip	Inv
Doe, John R	000000	01	070	10/18/2010	N				

<=> Copy From Submit Prev Used CB Copy Time Delete Save Close

11. If you have more than one TKU to enter timesheets for, repeat steps 2 thru 10.
12. When all TKUs have been submitted, proceed to the Audit process.

# HELPFUL HINTS FOR TIMEKEEPER ENTRY

A **Warning message** means something is not as it should be and needs to be checked out, but it will allow you to continue with hours entry.

An **Error message** indicates that a change to the timesheet is required before releasing to the next level.

**Hours entry** is completed in tenths of an hours (six minutes = .1 hrs).

**Time and Attendance** must be entered in daily increments, not in sum total hours for the pay period.

**Holiday hours Less Than Full Time Employees** – Holiday hours are calculated using employee's average hours over the last six pay periods, rounded to the nearest tenth of an hour. This average can be found on the "EMP INFO" tab for less than full-time employees.

**Plan A hours** – These hours should be recorded on the timesheet with the PLNA hours type.

**FMLA hours** - All hours approved under FMLA must be entered using the various "FM" hours types.

**TA Box on the Data Collection screen, Selection Tab** - The letters in this box indicate the status of the timesheet as follows:

**Blank Field** = No action has been taken on the timesheet.

**Y** = Timesheet has been entered and saved.

**S** = Timesheet has been submitted.

**A** = Timesheet has been approved by supervisor.

If employees submit paper timesheets: (this process only)

1. All timesheets must be signed by both the employee and their supervisor.
2. All corrections to timesheets must be in red ink and initialed by both the employee and their supervisor.
3. All overtime and annual leave must be initialed by supervisor.
4. All sick leave must be accompanied by a reason. It is sufficient to record "Self-ill, child-ill, "dr. appt.", or "dental appt".
5. All timesheets are retained at the timekeeping site.